

DMHMRS Training/Education Event -- CEU Internal Request Form

1. Submitted by
2. Date submitted
3. Date of event
4. Event description
 - a. Narrative of topic and expectations of knowledge/skill to be gained
 - b. Length of session
 - c. Type of event (workshop, conference, lecture, etc.)
 - d. Type of location (classroom, online, etc.)
 - e. Target audience
 - f. Fee and refund policy
5. Instructors—name and credentials
 - a.
 - b.
 - c.
6. List objectives **(must be consistent with purpose of event in assisting the participants in the acquisition of new skills and knowledge, and improving their professional competency)**
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.
7. List professional boards requested